

RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

Chief, O&M Staff (DD/P Area)

25X1

Area Weekly Report for Period 11 July 1956 Through 17 July 1956

1. Accomplishment

a. T/O's Processed:

	<u>Examiner</u>	<u>Control Number</u>	<u>Org. Element</u>	<u>No. Positions</u>
25X1A9A	<input type="text"/>	(1) MS-911	FE	2
		(2) MS-912	FE	4
		(3) MS-913	WE	12
		(4) MS-915	WE	2
25X1A9A	<input type="text"/>	(5) MS-916	TSS	1
		(6) MS-917	WE	2

2. Current Assignments

	<u>Examiner</u>	<u>Project</u>
25X1A9A	<input type="text"/>	(1) MS 6-44, Administrative Burden at Small Stations
		(2) MS 6-32, Follow-up on National Agency Name Check Project
25X9A2		(3) MS-888, OC, Supplemental Programs Division T/O, <input type="text"/>
25X1A9A	<input type="text"/>	(4) MS 6-42, CS Information Reports Distribution Analysis and Procedures
		(5) Staff Agent Employee Study
		(6) MS 6-34, DD/P Reports Management Program ✓
		(7) MS-918, WE, Redesignation and Transfer of Position from V to UV, <input type="text"/> Branch

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Project

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- (8) MS 5-38, T/O System Analysis, Manpower Control
- (9) MS-914, FI-RI, T/O adjustments Regarding Foreign National Records Training Officers, 3 Positions

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- (10) MS 6-30, DD/P Forms Program ✓
- (11) MS 6-46, DD/P Business Machines Facilities
- (12) DD/P Records Management Program, Coordination ✓
of Agency Regulation in DD/P

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